



**CORRECTIONAL SUPERVISING COOK,  
CORRECTIONAL FACILITY (CF)**  
**Final Filing Date: CONTINUOUS**

**OPEN - SPOT**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER -** Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

**EXAMINATION BASE** CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
SPOT EXAMINATION FOR:  
  
**SEE ATTACHED LISTING**

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR during this testing period. CDCR testing period(s) for this examination is: **JANUARY - DECEMBER**. Applications will not be accepted on a promotional basis.

**HOW TO APPLY** Submit applications to one of the address(es) indicated on the attached listing of Local Testing Offices. You must submit a separate application to each testing office of your choice. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

**NOTE:** Only applications with an original signature will be accepted.

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited.

**APPLICATION DEADLINE/ REQUIREMENTS** Each testing office will accept applications continuously and will notify and test applicants as needs warrant.

**TEST DATE** To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

**SALARY RANGE(S)** As of: May 6, 2011

**Range A: \$2,899 - \$3,526**  
This range shall apply to incumbents who do not meet the criteria for payment in Range C.

**Range C: \$3,200 - \$3,892**  
This range shall apply to incumbents in the class of Correctional Supervising Cook (Correctional Facility) located in the Youth Conservation Camps.

**MINIMUM QUALIFICATIONS**

**Either I**  
**Experience:** One year of experience in the California state service performing the duties of a Cook Specialist II (Correctional Facility) or a Cook Specialist II.

**Or II**  
**Experience:** Two years of experience in a supervisory capacity over cooks and other food service workers with responsibility for supervising and assisting with the preparation, cooking, and serving of various food items.

**And**  
**Education:** Equivalent to completion of the twelfth grade.

**Special Personal Characteristics:** Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

**Special Physical Characteristics:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates and youthful offenders.

Assignments during tour of duty may include sole responsibility for the supervision of inmates, youthful offenders and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**EXAMINATION PLAN** This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

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| EXAMINATION<br>PLAN<br>(CONTINUED) | <div>Qualifications Appraisal -- Weighted 100.00%</div> <div>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</div> <div><div>A. Knowledge of:</div><div><div>1. Principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving of food in large quantities.</div><div>2. Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas.</div><div>3. Food handling sanitation (Hazard Analysis Critical Control Point Programs).</div><div>4. Food values as well as nutritional and economical substitutions within food groups.</div><div>5. Principles of effective supervision.</div><div>6. Food accounting.</div><div>7. Use of purchase orders for food and equipment.</div><div>8. Training methods.</div><div>9. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment free of discrimination and harassment.</div></div><div><div>B. Ability to:</div><div><div>1. Plan palatable and adequate menus.</div><div>2. Plan, organize, and direct the work of others.</div><div>3. Keep records.</div><div>4. Prepare reports and memorandums.</div><div>5. Communicate effectively.</div><div>6. Keep inventories and make requisitions.</div><div>7. Use appropriate equipment.</div><div>8. Judge food quality.</div><div>9. Determine food quantities necessary for groups of varying sizes.</div><div>10. Prepare and cook all food groups.</div><div>11. Direct the preparation and distribution of special diets.</div><div>12. Plan food production to schedule.</div><div>13. Plan and conduct in-service training programs.</div><div>14. Analyze situations accurately and take effective action.</div><div>15. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.</div></div></div></div> |
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| ELIGIBLE LIST<br>INFORMATION | <div>A separate eligible list will be established to fill vacancies for the institution(s) on the attached listing. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.</div> |
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| POSITION<br>DESCRIPTION AND<br>LOCATION(S) | <div>The <b>Correctional Supervising Cook, CF</b>, either (1) in a small State correctional culinary program, plans, organizes, supervises, and assists with the preparation, cooking, and serving of food to residents and employees; or (2) in a medium-sized State correctional culinary program, has charge of a shift and supervises and assists with the preparation, cooking, and serving of food to residents and employees; or (3) in a large correctional culinary program, supervises a large crew in the preparation, cooking, and serving of food to residents and employees; supervises the maintenance of culinary equipment, supplies, and work areas; instructs culinary workers; maintains order and supervises the conduct of inmates, youthful offenders, residents, or patients; protects and maintains the safety of persons and property; may instruct, lead, or supervise inmates, youthful offenders, or resident workers; and does other related work.</div> <div>Position(s) exist with the institution(s) listed on the attached listing with CDCR.</div> |
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| SPECIAL TESTING<br>ARRANGEMENTS | <div>If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.</div> |
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| VETERANS POINTS/<br>CAREER CREDITS | <div>Veterans Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.</div> |
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GENERAL INFORMATION

Applications are available at CDCR's offices, California Department of Human Resources offices and local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

Veterans Preference: California law allows the granting of Veterans Preference Points in **Open Entrance** and **Open, Nonpromotional Entrance** examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** and **Open, Nonpromotional Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the [Veterans Preference Applications \(Std. Form 1093\)](http://www.jobs.ca.gov/job/VeteransInformation) which is available at the California Department of Human Resources' website, [www.jobs.ca.gov/job/VeteransInformation](http://www.jobs.ca.gov/job/VeteransInformation) or at 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs. More information can be found at the Department of Veterans Affairs' website <http://www.calvet.ca.gov/Resources/Default.aspx>.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the Department if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

GENERAL INFORMATION  
(CONTINUED)

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.  
**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
Telecommunications Relay Service (TRS): DIAL 7-1-1  
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

ATTACHMENT

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| AVENAL STATE PRISON<br>P.O. BOX 8<br>#1 Kings Way<br>Avenal, CA 93204<br>(559) 386-0587 EXT. 5082<br>TDD: (800) 735-2922  | CALIFORNIA STATE PRISON, LOS ANGELES COUNTY<br>Attn: Personnel Office<br>44750 60 <sup>th</sup> Street West<br>Lancaster, CA 93536-7620<br>(661) 729-2000 EXT. 5229<br>TDD: (800) 735-2922 | DEUEL VOCATIONAL INSTITUTION<br>P.O. BOX 400<br>23500 Kasson Road<br>Tracy, CA 95378-0400<br>(209) 835-4141 EXT. 5635<br>TDD: (800) 735-2922                                    |
| CALIFORNIA CORRECTIONAL CENTER<br>P.O. BOX 790<br>711-045 Center Road<br>Susanville, CA 96127-0001<br>(530) 257-2181 EXT. 4397<br>(800) 735-2922<br>TDD: (800) 735-2922           | CALIFORNIA STATE PRISON, SACRAMENTO<br>P.O. BOX 290010<br>Represa, CA 95671-0010<br>(916) 985-8610 EXT. 5336<br>TDD: (800) 735-2922  | FOLSOM STATE PRISON<br>P.O. BOX 71<br>300 Prison Road<br>Represa, CA 95671<br>(916) 985-2561 EXT. 4785<br>TDD: (800) 735-2922   |
| CALIFORNIA CORRECTIONAL INSTITUTION<br>P.O. BOX 1031<br>24900 Highway 202<br>Tehachapi, CA 93581<br>(661) 822-4402 EXT. 4223<br>TDD: (800) 735-2922                               | CALIFORNIA STATE PRISON, SAN QUENTIN<br>San Quentin, CA 94964-1086<br>(415) 454-1460 EXT. 5021<br>TDD: (800) 735-2922  | HIGH DESERT STATE PRISON<br>P.O. BOX 270220<br>Susanville, CA 96127-0220<br>475-750 Rice Canyon Road<br>Susanville, CA 96130<br>(530) 251-5100 EXT. 5634<br>TDD: (800) 735-2922 |
| CALIFORNIA INSTITUTION FOR MEN<br>P.O. BOX 128<br>14901 Central Avenue<br>Chino, CA 91710<br>(909) 597-1821 EXT. 4440<br>TDD: (800) 735-2922                                      | CALIFORNIA STATE PRISON, SOLANO<br>P.O. BOX 4000<br>2100 Peabody Road<br>Vacaville, CA 95696-4000<br>(707) 451-0182 EXT. 5557<br>TDD: (800) 735-2922                                       | IRONWOOD STATE PRISON<br>P.O. Box 2229<br>19005 Wiley's Well Road<br>Blythe, CA 92226<br>(760) 921-3000 EXT. 5403<br>TDD: (800) 735-2922  |
| CALIFORNIA INSTITUTION FOR WOMEN<br>P.O. Box 6000<br>Corona, CA 92878-6000<br>16756 Chino-Corona Road<br>Corona, CA 92880-9508<br>(909) 597-1771 EXT. 5530<br>TDD: (800) 735-2922 | CALIPATRIA STATE PRISON<br>P.O. BOX 5001<br>7018 Blair Road<br>Calipatria, CA 92233<br>(760) 348-7000 EXT. 5229<br>TDD: (800) 735-2922   | KERN VALLEY STATE PRISON<br>P.O. Box 6000<br>3000 West Cecil Avenue<br>Delano, CA 93216<br>(661) 721-9488 EXT. 5606<br>TDD: (800) 735-2922                                      |
| CALIFORNIA MEDICAL FACILITY<br>P.O. Box 2000<br>1600 California Drive<br>Vacaville, CA 95696-2000<br>(707) 453-7082<br>TDD: (800) 735-2922  | CENTINELA STATE PRISON<br>P.O. BOX 731<br>2302 Brown Road<br>Imperial, CA 92251<br>(760) 337-7900 EXT. 5218<br>TDD: (800) 735-2922   | MULE CREEK STATE PRISON<br>P.O. Box 409099<br>4001 Highway 104<br>Ione, CA 95640<br>(209) 274-4911 EXT. 5261<br>TDD: (800) 735-2922   |
| CALIFORNIA MEN'S COLONY<br>P.O. Box 8101<br>Highway 1<br>San Luis Obispo, CA 93409-8101<br>(805) 547-7900 EXT. 7943<br>TDD: (800) 735-2922  | CENTRAL CALIFORNIA WOMEN'S FACILITY<br>P.O. BOX 1501<br>23370 Road 22<br>Chowchilla, CA 93610-1501<br>(559) 665-5531 EXT. 5041<br>TDD: (800) 735-2922                                      | NORTH KERN STATE PRISON<br>P.O. Box 5007<br>2737 West Cecil Avenue<br>Delano, CA 93216-5007<br>(661) 721-2345 EXT. 5325<br>TDD: (800) 735-2922                                  |
| CALIFORNIA REHABILITATION CENTER<br>P.O. BOX 1841<br>5 <sup>th</sup> and Western<br>Norco, CA 92860<br>(951) 273-2945<br>TDD: (800) 735-2922                                      | CHUCKAWALLA VALLEY STATE PRISON<br>P.O. BOX 2289<br>Blythe, CA 92226<br>19025 Wiley's Well Road<br>Blythe, CA 92225<br>(760) 922-5300 EXT. 5202<br>TDD: (800) 735-2922                     | PELICAN BAY STATE PRISON<br>P.O. BOX 7200<br>5905 Lake Earl Drive<br>Crescent City, CA 95532-7200<br>(707) 465-9028<br>TDD: (800) 735-2922                                      |
| CALIFORNIA STATE PRISON, CORCORAN<br>P.O. BOX 8800<br>4001 King Avenue<br>Corcoran, CA 93212-8309<br>(559) 992-8800 EXT. 5009<br>TDD: (800) 735-2922                              | CORRECTIONAL TRAINING FACILITY<br>P.O. BOX 686<br>Highway 101 North<br>Soledad, CA 93960-0686<br>(831) 678-3951 EXT. 4570<br>TDD: (800) 735-2922   | PLEASANT VALLEY STATE PRISON<br>P.O. BOX 8506<br>24863 West Jayne Avenue<br>Coalinga, CA 93210-1135<br>(559) 935-4966<br>TDD: (800) 735-2922                                    |
| RICHARD J. DONOVAN CORRECTIONAL FACILITY<br>480 Alta Road<br>San Diego, CA 92179<br>(619) 661- 7868<br>TDD: (800) 735-2922  | SALINAS VALLEY STATE PRISON<br>P.O. BOX 1020<br>31625 Highway 101<br>Soledad, CA 93960<br>(831) 678-5500 EXT. 5584<br>TDD: (800) 735-2922  | SIERRA CONSERVATION CENTER<br>P.O. BOX 497<br>5100 O'Byrnes Ferry Road<br>Jamestown, CA 95327<br>(209) 984-5291 EXT. 5137<br>TDD: (800) 735-2922                                |
| SUBSTANCE ABUSE TREATMENT FACILITY & STATE PRISON at CORCORAN<br>P.O. BOX 7100<br>900 Quebec Avenue<br>Corcoran, CA 93212-7100<br>(559) 992-7100 EXT. 5646<br>TDD: (800) 735-2922 | VALLEY STATE PRISON<br>P.O. BOX 99<br>21633 Avenue 24<br>Chowchilla, CA 93610-0099<br>(559) 665-6100 EXT. 5603<br>TDD: (800) 735-2922  | WASCO STATE PRISON<br>RECEPTION CENTER<br>P.O. BOX 8800<br>701 Scofield Avenue<br>Wasco, CA 93280-8800<br>(661) 758-8400 EXT. 5192<br>TDD: (800) 735-2922                       |
| N.A. CHADERIJAN YOUTH CORRECTIONAL FACILITY<br>P.O. BOX 213014<br>Stockton, CA 95213-9014<br>(209) 944-6181   | NORTHERN CALIFORNIA YOUTH CORRECTIONAL FACILITY<br>P.O. BOX 213004<br>Stockton, CA 95213-9004<br>(209) 944-6181  | O.H. CLOSE YOUTH CORRECTIONAL FACILITY<br>P.O. BOX 213001<br>Stockton, CA 95213-9001<br>(209) 944-6181  |
| SOUTHERN YOUTH CORRECTIONAL RECEPTION CENTER AND CLINIC<br>13200 South Bloomfield<br>Norwalk, CA 90650<br>(562) 868-9979 EXT. 2381  | VENTURA YOUTH CORRECTIONAL FACILITY<br>3100 Wright Rd.<br>Camarillo, CA 93010<br>(805) 278-3724  | RICHARD A MCGEE CORRECTIONAL TRAINING CENTER<br>9850 Twin Cities Rd.<br>Galt, CA 95632  |